CONTRACTOR DAY

November 4, 2003

AGENDA

9:00..... Introduction/Opening Remarks
9:15..... Background/Agenda Review
9:25..... Responsibility Requirements (Project Manager, On-Site Representative, Contractor)
9:50..... Welding/Hot Work Requirements
10:15..... SEAPORT/ Contracts
10:50..... Break
11:00..... Financial Reporting
11:20..... Quality Assurance
12:10..... FMP/SHIPMAIN
12:35..... Closing Remarks
12:45..... Lunch
1:30..... Individual Program Reviews

RESPONSIBILITY REQUIREMENTS

Program Manager

- NAVSEA Philadelphia employee
- Manages entire Program as well as individual Alteration Installations
- Responsible for funding acquisition from Sponsor, alteration scheduling, Delivery Order development, installation execution, management and coordination, installation documentation and reporting back to Sponsor
- Needs to be kept informed of all aspects of the Alteration Installations

AIT On-Site Installation Coordinator (OSIC)

- Government employee from NSWCCD-SSES, FTSC or other Government Activity as tasked by the AIT Program Manager
- Required by 9090-310C paragraph 3.4.7.2
- Must be assigned for all AITs
- Has general responsibility as the Program Manager Representative for the conduct of the installation and the resolution of any problems that arise.
- Acts as the waterfront point-of-contact for all activity related to the alteration installation including the ship and cognizant NSA.

AIT On-Site Installation Coordinator (OSIC)

- Monitors production progress and reports back to the Program Manager
- Oversees all aspects of AIT Contractor work, including installation, QA and safety
- Shall be knowledge of and responsible for AIT adherence to all invoked requirements
- Meets with RMMCO, Ship, and/or NSA to conduct appropriate check-ins
- Attends advance-planning and production daily/weekly progress meetings to provide updated status of alteration and address any concerns
- Establishes Points-of-Contact to notify in case of fire, personnel injury, safety, environment or other incident that

AIT On-Site Installation Coordinator (OSIC)

- Completes the Alteration Pre-Start Checklist (CARDEROCKDIV INST 4720.2D) with the contractor and submits to the AIT PM prior to the start of industrial work
- Reviews contractor QA Workbook prior to start of job and ensures contractor is using QA Workbook throughout production
- Performs all G point inspections as identified in contractor's QA Workbook
- Handles design questions/changes by coordinating with the Planning Yard On-Site Representative (OSR) and the AIT PM to resolve via the LAR process when necessary
- Provides a weekly status report to the AIT PM

AIT On-Site Installation Coordinator (OSIC)

Implements the MISHAP Process:

- Takes the lead in implementing the MISHAP Process once an incident occurs on a SSES managed alteration; Shuts down AIT work if appropriate
- Notifies appropriate personnel as soon as MISHAP occurs
- Issues a Corrective Action Request (CAR) for every MISHAP
- Chairs or attends Critique as required
- Write Trouble Report as required
- Forwards all MISHAP data to AIT PM

AIT On-Site Installation Coordinator (OSIC)

- Forwards appropriate ILS information at completion of alteration
- Reviews completed installation with the ship, obtaining required signatures on the Completion Report or Shipboard Industrial Completion Report and forwards to AIT PM as soon as alteration is completed
- Provides ship with a draft completion naval message

AIT Installation Contractor

- Tasked by Program Manager under any number of available Government Contracts to accomplish AIT installation
- Responsible for all work outlined by Delivery Order Statement of Work
- Monitors and reports installation progress, financial status and installation concerns to the Program Manager
- Responsible for following all Government and Local requirements for each installation, including fabrication, testing, safety, QA
- Keeps OSIC & PM appraised of alt status and any installation concerns
- Promptly addresses any concerns raised by OSIC or Program Manager

Delivery Order

PM

- Develop Delivery Order, which includes establishment of Statement of Work, determination of deliverables (CDRLs)
- Provide Funding` for Delivery Order

OSIC

- Become familiar with Statement of Work and required Deliverables

Contractor

- Execute Delivery Order IAW Statement of Work
- Provide all Deliverables as specified in the Delivery Order

SIDs and SAR

PM

- Provide copies of SIDs and SAR to OSIC and Contractor prior to the start of the installation.

OSIC

- Review SIDs and SAR to become familiar with work package.
- Coordinate with Planning Yard OSR an PM to resolve in-process design issues, using LAR process when appropriate.
- Review red-lined drawings with contractor to ensure all changes are recorded.
- Turn over one set of red-lined drawings to the ship upon completion of installation.

SIDs and SAR (continued)

Contractor

- Review SIDs and SAR to become familiar with work package.
- Support in-process design issues, using LAR process when appropriate.
- Incorporate all QA and testing requirements invoked either directly or indirectly by the SIDs into the QA Workbook.
- Develop red-lined drawings and ensure all changes are recorded.
- Turn over one set of red-lined drawings to the OSIC to be delivered to the ship upon completion of installation and drawing copies to the PM as specified in the CDRLs.

Readiness To Start/Clearance Message

PM

- Issue RTS Message 14 days prior to the installation start. May include OSIC for clearance coverage.

OSIC

- OSIC retains a copy of the RTS and should ensure they are covered on a clearance message (either on the RTS or a message from their own Activity).

Contractor

- Issue separate clearance message for contractor personnel
- Comply with any Shipyard-specific requirements when in CNO Avails.

Pre-Start Checklist (CARDEROCKDIV INST 4720

PM

- Fill out applicable portion of the cover sheet.
- Ensure that completed Checklist and all support documentation are returned prior to the start of any industrial work.

OSIC

- OSIC and AIT Contractor Team Leader complete.
- OSIC returns the completed form along with support documentation as required in specific check points to the PM before the installation begins.

Contractor

- Review the Pre-start checklist with the OSIC and provide all support documentation as required.
- The Pre-Start Checklist needs to be reviewed, signed and returned to the PM prior to the commencement of any industrial work.

AIT Contractor QA Workbook

PM

- PM responsible for initial review of the AIT Contractor's QA Workbook.
- PM shall retain an initial copy of the AIT Contractor's QA Workbook prior to the start of the install as well as the completed QA Workbook.

OSIC

- Be familiar with content of QA Workbook prior to start of job
- Ensure that AIT contractor has the QA Workbook available on-site prior to the start of any industrial work.
- Ensure that the AIT contractor is actively completing the Workbook as the installation dictates.
- Sign for "G" Points
- Bring any inconsistencies to the attention of the PM

AIT Contractor QA Workbook (continued)

Contractor

- Develop a QA Workbook for each installation.
- Submit the QA Workbook to the PM within the timeline specified in the Delivery Order CDRL.
- Initial QA Workbook to be completed following the recommended format and shall contain all support documentation.
- Initial QA Workbook shall be available prior to the start of each installation.
- The QA Workbook shall be on-site and completed during the installation.
- Completed QA Workbook to be returned to the PM within the timeline specified in the Delivery Order CDRL.

ILS Package

PM

- PM responsible to develop the ILS package and deliver to the OSIC prior to the start of the installation.

OSIC

- Review the ILS package with the ship, turn the package over to the ship, obtain the appropriate signatures on the Completion Report and provide evidence of its availability and completion to RMMCO as requested.

Contractor

- Assist the PM and/or OSIC by providing information as requested for IAF material.

RMMCO Check In/Out

PM

- Initial Check-In accomplished electronically by PM.

OSIC

- OSIC needs to physically check in with the RMMCO office before beginning the installation and upon completion of the installation.
- Ensure that local RMMCO procedures are followed. Have all required documentation prepared to present to RMMCO Rep (QA Workbook, drawings, SAR, ILS, etc).

Contractor

- Provide all information required for RMMCO check in/out

CHET/EHET/Ingleside Check In/Out

PM

- As required

OSIC

- For PMS325 and 470 ships, the OSIC must check in/out with the local EHET rep. EHET signatures are required on the completion report.
- For PMS400 ships, the OSIC must check in with the local CHET rep before beginning the installation and upon completion of the installation. CHET signatures are required on the completion report.
- In Ingleside, the OSIC must check in/out with the designated TM&E rep.

Contractor

- Provide any information required for CHET/EHET/Ingleside check in/out

In-Brief/Out Brief

PM

- As required

OSIC

- Schedule meetings with appropriate parties, conduct in-brief/out-brief and notify PM of meeting dates, in-brief/out-brief completions and outcomes.
- Be prepared to discuss scope of Alteration, systems and spaces impacted, POA&M, requirements from Ship's Force, QA Plans, interface with SUPSHIP/Shipyard and any special requirements.

Contractor

- Attend In-Brief and support the OSIC in discussions on the Alteration Installation Plan including POA&M, systems and spaces affected, QA Plans, Support Services Requirements and any special requirements.
- Attend Out-Brief and support the OSIC in discussions on the completed alteration including any discrepancies or outstanding items

Attendance at Production & Pre-Production Me

PM

- As required

OSIC

- For installations scheduled in CNO avails, OSIC shall attend NSA availability production and coordination meetings and shall be responsible for providing installation progress reports and for addressing any AIT deficiencies reported by the NSA
- Attendance at arrival and/or pre-arrival conferences may be requested by PM.

Contractor

- Attend meetings as requested by OSIC and/or PM and be prepared to discuss any aspect of the installation.

AIT Support Services Bid-Spec Item

PM

- Develop AIT Support Services request as part of the advance planning effort for inclusion in the Bid-Spec Package.
- Submit AIT Support Services request to the cognizant SUPSHIP along with funding for the support services.

OSIC

- Coordinate the use of support services with the AIT contractor, SUPSHIP and the Shipyard.
- Track used hours and services and report back to PM (may be done in conjunction with contractor effort).
- Act as liaison between PM and SUPSHIP Avail Manager to address any discrepancies or lack of Shipyard support.

AIT Support Services Bid-Spec Item (continued)

Contractor

- Identify any requirements for Shipyard support services to the PM as part of the advance planning effort
- Track used hours and services and report back to PM (may be done in conjunction with OSIC effort).

Alteration Status

PM

- Status reports required from OSIC and AIT Contractor, usually on a weekly basis.
- Uses OSIC input from status reports to assess AIT Contractor performance.

OSIC

- Report Alteration Status and contractor manning and performance back to PM via weekly status reports.
- Monitor AIT Contractor performance: job progress, material availability, manning, QA, coordination with subcontractors.
- Coordinate any issues related to contractor performance with Team Leader.

Alteration Status (continued)

Contractor

- Provide Installation and Financial Status reports to PM as required by Delivery Order.
- Provide Installation updates to OSIC on a regular basis, addressing schedule, material and key milestones.
- Address any OSIC/PM concerns with work progression, manning, QA, subcontractors.

Handling a MISHAP (refer to MISHAP Process Flow Cha

PM

- Notifies SSES QA Manager of MISHAP and monitors MISHAP Process.

OSIC

- Determines level of MISHAP (Level I critical; Level II major; Level III minor)
- Notifies Ship, NSA and AIT PM of MISHAP.
- Issues CAR to AIT Leader.
- Independently investigates MISHAP.
- Holds Critique for Level I or Level II MISHAP

Handling a MISHAP (refer to MISHAP Process Flow Cha

Contractor

- Notifies appropriate parties as soon as mishap occurs (OSIC, AIT PM, ship).
- Takes immediate action to resolve any safety or critical conditions.
- Responds to CAR.
- Attends Critique

Alteration Completion Report

PM

- Provide form and appropriate attachments to the OSIC prior to the start of the installation. PM to complete as many admin blocks as possible.
- Issue Completion Letter enclosing the Completion Report within 10 days after the alteration is signed off.

OSIC

- Review the alteration completion package with the ship and obtain all appropriate signatures.
- Outstanding items, along with proposed completion dates shall be noted.
- Signatures shall be obtained for any material turned over to the ship.
- Report to be faxed to the PM immediately upon completion. Original to be mailed to the PM.

Alteration Completion Report (continued)

Contractor

- **Sign and date appropriate sections of the Alteration Completion Report and attachments.**

Completion Naval Message

PM

- Draft message to be developed by PM and copy provided to the OSIC prior to the start of the installation.
- Ship to issue message upon Alteration completion.

OSIC

- Turn draft Completion Message over to ship upon completion of Alteration.

Contractor

- No action required

SUMMARY

Know the AIT Process

Know Your Responsibilities

Know Others' Responsibilities and how they relate to Yours

Maintain open and continuous communication

Alteration Contractor Welding & NDT Requirements From Fabrication Documents

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Surface Ships

MIL-STD-1689A(SH)

- Fabrication Welding and Inspection Requirements
  - Hull and Associated Structures
- Base Materials, Filler Metals, and Joint Designs
- Welding/NDT Procedure and Performance Qualification Requirements
- Inspection Requirements, Acceptance Criteria, and Record Requirements

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Submarines

NAVSEA Tech Pub T9074-AD-GIB-010/1688

- Fabrication Welding and Inspection Requirements
  - Hull and Associated Structures
- Base Materials, Filler Metals, and Joint Designs
- Welding/NDT Procedure and Performance Qualification Requirements
- Inspection Requirements, Acceptance Criteria, and Record Requirements

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Surface Ships & Submarines

NAVSEA Tech Pub T9074-BD-GIB-010/0300

- Base Materials For Critical Applications
- Lists Requirements For HY-80/100/130 And HSLA-80/100 Plate, Forgings, Castings, Shapes, Bars, And Heads
- Incorporates All The Source Documents For These Materials In Appendices
- Important – Contact Code 623 Prior to Qualification of a Procedure to Weld HY-100

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Surface Ships & Submarines

NAVSEA Tech Pub T9074-BC-GIB-010/0200

- Filler Materials For Critical Applications
- Lists Requirements For:
  - Flux-Cored Welding Electrodes (101TC/TM)
  - Bare Welding Electrodes And Fluxes (100S/120S)
  - Covered Welding Electrodes (10018/10718/12018)
- Incorporates All The Source Documents For These Materials In Appendices

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Surface Ships & Submarines

NAVSEA Tech Pub S9074-AR-GIB-10/278

- Fabrication Welding and Inspection Requirements
  - Machinery
  - Piping
  - Pressure Vessels
  - Casting Repair
- Base Materials, Filler Metals, and Joint Designs
- Welding/NDT Procedure and Performance Qualification Requirements
- Inspection Requirements, Acceptance Criteria, and Record Requirements

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Surface Ships & Submarines

NAVSEA Tech Pub S9074-AQ-GIB-10/248

- Requirements For Welding And Brazing
- Procedure And Performance Qualification
- Base Materials and Filler Metals
- Thickness Ranges and Position Limitations
- NDT and Destructive Testing Requirements
- Procedure Cross-Qualification
- Performance Qualification Combinations

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Surface Ships & Submarines

NAVSEA 0900-LP-001-7000 Change 1

- Fabrication and Inspection of Brazed Piping Systems
  - > All Class P-3 Piping
- Base Materials, Filler Metals, Joint Designs
- Brazing and NDT Procedure and Performance Requirements
- Inspection Requirements and Acceptance Criteria

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Surface Ships & Submarines

NAVSEA Tech Pub T9074-AS-GIB-010/271

- Requirements For Nondestructive Testing Methods
- Procedure Qualification Requirements for each NDT Method
- Performance Qualification Requirements for each NDT Method

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

Surface Ships & Submarines

MIL-STD-2035A(SH)

- Nondestructive Testing Acceptance Criteria
- Acceptance Criteria for each NDT Process
- Acceptance Criteria for each Class
- Class is Defined in Fabrication Document

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

NSWCCD Code 623 Conducts/Provides:

- Welding and NDT Procedure Review and Approval
- QA Workbook Review Prior To Start Of Work
  - Conformance To NAVSEA STANDARD ITEMS
  - 009-09 Process Control Procedure (PCP)
  - 009-12 Welding, Fabrication, and Inspection Requirements
  - Presence of Other Applicable Standard Items
- Circulate QA Workbook to Other Applicable Technical Codes for Review

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

NSWCCD Code 623 Conducts/Provides (continued):

- At Completion of Installation, Review QA Workbook for Correctness of Required Records
  - Proper Signatures for V,G, and I Points
- Provide Training to All Potential On-site Representatives About Correct Record Keeping
- General Fabrication Guidance and Recommendations
- Fabrication Drawing Review and Approval
- Scheduled Contractor Quality Assurance Audits
- Unscheduled Contractor On-site Surveillance

SURVIVABILITY, STRUCTURES, and NONDESTRUCTIVE EVALUATION

NSWCCD-SSES Code 623 Points Of Contact:

- Sue Nufrio 215-897-8495 (Primary For QA Workbook)
- Keith Taylor 215-897-8090 (Alternate For QA Workbook)
- Joe Coupe 215-897-7651
- Jeff Zook 215-897-8868
- Kevin Clear 215-897-8611
- Rich Parker (Branch Head) 215-897-8520

SEAPORT

TECHNOLOGY DEPLOYMENT BRANCH

SEAPORT

- Multiple Award Contract (MAC) for NSWC/NUWC/NAVSEA
- All work/requirements included
- Award 1/3 of Contract $ to Small Business
- No one excluded – all should bid
- Synopsis posted on 31 October 2003 (fedbizopps.gov)
- RFP due 16 December 2003
- Contract award in late April/early May 2004

NSWC SEAPORT / CONTRACTS

SEAPORT / CONTRACTS

NSWC SEAPORT / CONTRACTS

Contract Obligations Philadelphia

YEAR	OBLIGATIONS
2003	$ 222 M
2002	$ 171 M
2001	$ 129 M
2000	$ 120 M
1999	$ 76 M

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NSWC SEAPORT / CONTRACTS

Purpose

Expand NSWC Contract Efficiency to support the transformation of NAVSEA into a corporate entity by standardizing and improving processes to support customer requirements.

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NSWC SEAPORT / CONTRACTS

Goal

Award a series of nationwide multiple-award indefinite award, indefinite-delivery, indefinite-quantity contracts that cover the NSWC Service Requirements while maintaining the vendor base and business relationships of individual centers.

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NSWC SEAPORT / CONTRACTS

Benefits

- Consolidated contracts provide for consistent application of business strategy and policies.
- Web based portal provides for standard ordering processes.
- Savings in acquisition costs

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NSWC SEAPORT / CONTRACTS

Contract Features

- Initial five-year base period with two five-year award terms.
- Limitations on pass-through costs and escalation.
- Pre-established goals for prime contract awards to small businesses and large business subcontracting.

NSWC SEAPORT / CONTRACTS

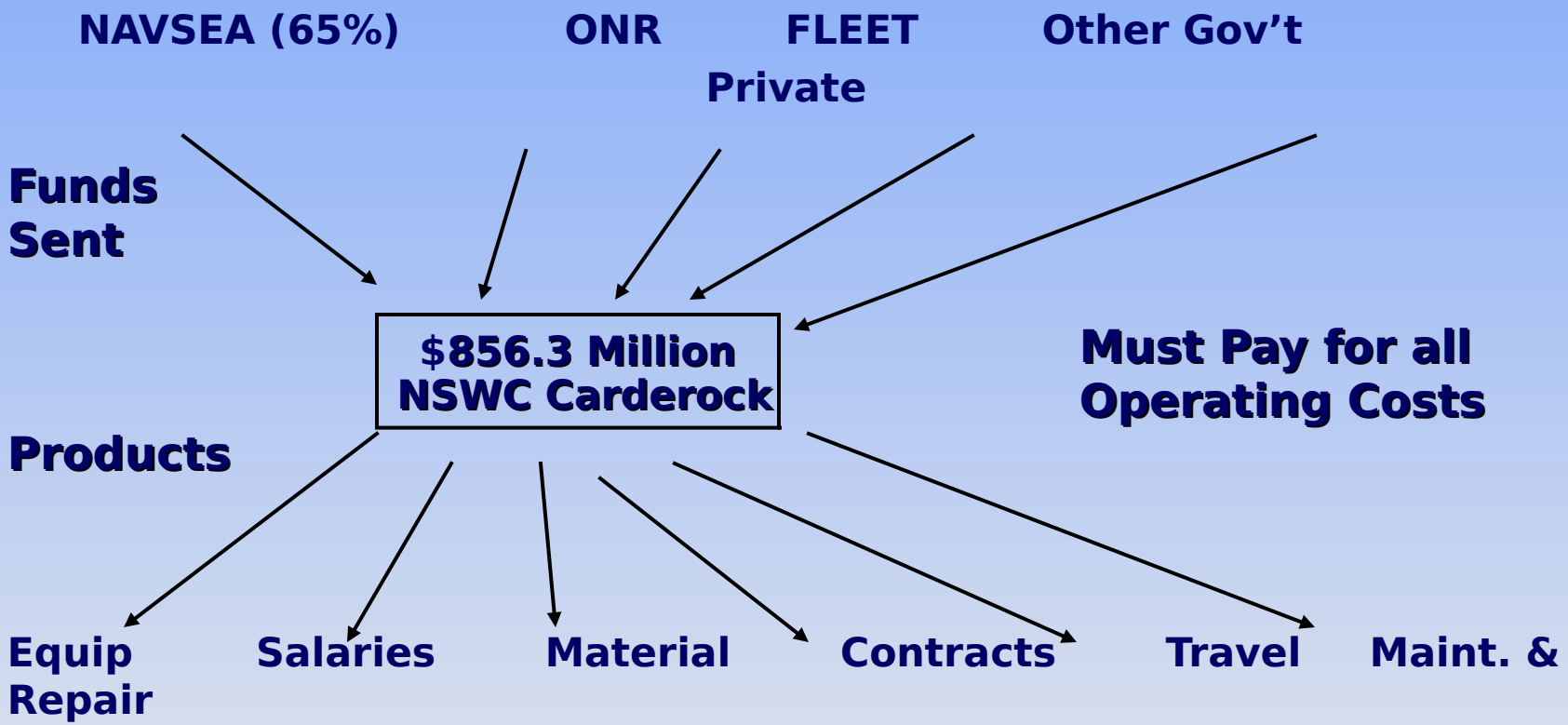
Contract Features

- Establishment of geographic zones.
- Orders may be issues on a fixed-price or a cost-reimbursement basis.
- Orders will be issues using the fair opportunity process and may be set aside for small business.

FINANCIAL REPORTING

Financial Reporting

FINANCIAL REPORTING/COSTING REVOLVING FUND



* NSWC-CD ALSO RECEIVED $306M OF DIRECT CITE FUNDING in FY03 (61% increase from FY02 due to more strict carryover regulations)

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Financial Reporting

STARS

- **STANDARD**
- **ACCOUNTING**
- **REPORTING**
- **SYSTEM**

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Financial Reporting

STARS

- **COMMITMENT – Reservation of Funds**
- **OBLIGATION – Signed Contract between NSWC & CONTRACTOR SIGNED**
- **DISBURSEMENT – Invoice Payments**

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Financial Reporting

STARS

- **RCP - REQUEST FOR CONTRACTUAL PROCUREMENT - strict regulations in regards to posting both obligations and disbursements**
- **ACRN - ACCOUNTING REFERENCE NUMBER (Funding for Multiple Lines of Accounting)**
- **Accounting Line Directly Cited from the Incoming Funding RCP Document *(NOT 97X4930.NH1C)***

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Financial Reporting

STARS

- JULY 98 – Field Offices were given Access to STARS to Record Obligations
- Contractor Billings Reflect Disbursements
- Future Funding Dependent on all Funding being Disbursed

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Financial Reporting

STARS

- **Timely Submission of Invoices**
- **Accurate Billings Reflecting the Correct ACRN and Accounting Lines per Work Accomplished**

AIT QUALITY REQUIREMENTS

AIT QUALITY REQUIREMENTS

Purpose

- Ensure highest level of contractor quality performance
- Level the playing field for all AIT contractors
  - Same QA requirements for all Navy ship repair/modernization activities
- Reduce risk to fleet and industrial activities

AIT QUALITY REQUIREMENTS

NAVSEA Technical Specification 9090.310C, Section 4 and Appendix D

- Work practices shall conform to NAVSEA Std Items
- Quality System: NAVSEA Standard Item 009-04
  - Quality Management System: ANSI/ISO/ASQ Q9002-1994 (AIT Contractor may use ANSI/ISO/ASQ Q9001-2000)
  - Calibration System: ANSI/NCSL Z540-1
  - Master Test Plan for each alteration; process control procedures; and personnel qualification procedures

AIT QUALITY REQUIREMENTS

NAVSEA Technical Specification 9090.310C, Section 4

- **AITs must submit Quality System to NAVSEA 04XQ or local SUPSHIP Office for review and acceptance.**
- **If requested by NSA, AITs must show proof that Quality System has been accepted by NAVSEA 04XQ or SUPSHIP.**
- **AITs are not required to resubmit Quality System unless technical changes are made or AIT contractor's status changes.**

Note: Navy policy does not require AIT contractors to have their ANSI/ISO/ASQ Q9000 Quality System certified by third party registrar.

AIT QUALITY REQUIREMENTS

NAVSEA 04XQ RESPONSIBILITIES -

- Determination of AIT Quality Requirements
- Review & accept AIT Quality Management System
  - Issue a NAVSEA acceptance letter
  - Enter AIT's name on Alteration Management Planning Web Site

Note: NAVSEA 04XQ acceptance of Quality System does not include acceptance of subtier procedures (e.g., welding and NDT). When required, AIT must submit procedures to activity designated by the AIT Manager.

AIT QUALITY REQUIREMENTS

AIT Manager QA Responsibilities -

- Ensure AIT has an accepted Quality System
- Ensure AIT contracts contain latest requirement
- Ensure quality system requirements are met & quality oversight is provided
- Ensure process specifications requiring gov't approval have been approved
- Conduct problem investigations & issue Critique/Trouble Reports

AIT QUALITY REQUIREMENTS

AIT Manager Quality Oversight Responsibilities

- Validating Compliance with QA Plan
- Ensuring Adherence to Technical Requirements
- Verifying Compliance with Installation Plan
- In-Process Monitoring on All Shifts
- Verifying Personnel Training/Qualifications
- Ensuring Proper Completion of Records

AIT QUALITY REQUIREMENTS

AIT On-site Installation Coordinator QA Responsibilities:

- AIT Manager's agent/POC with ship & NSA
  - Resolve problems/quality discrepancies
  - Verify correction/resolution of deficiencies
  - Ensure AIT adherence to quality requirements
  - Assist in Investigations and trouble reports preparation

AIT QUALITY REQUIREMENTS

NSA QA Responsibilities:

- Responsible for oversight and execution of all work during an Availability
- Controls AIT access to the ship
- Ensure each AIT has NAVSEA accepted QA System
  - AITs not having accepted QA System denied access to ship
- Ensure alteration has been approved
- Coordinate and integrate AIT work with SY work

AIT QUALITY REQUIREMENTS

NSA QA Responsibilities (continued):

- Participating in Critiques
- Monitoring Effectiveness of QA Oversight
- Ensuring Satisfactory Completion of Alteration
- Stopping Non-Compliant Work
- Heightened Inspection/Performance of critical work

AIT QUALITY REQUIREMENTS

AIT Contractor Requirements:

- Ensure personnel are trained and qualified
- Ensure procedure qualification
- Accomplish quality inspections/tests
- Provide internal quality oversight
- Ensure QA System compliance
- Meet all contractual requirement

AIT QUALITY REQUIREMENTS

SUBSAFE AIT Work:

- Work on SUBSAFE Systems controlled in accordance with NAVSEA 0924-062-0010.

Note: AIT contractors must be approved and placed on NAVSEA Note 5000 prior to accomplishing any SUBSAFE work.

AIT QUALITY REQUIREMENTS

Critiques and Trouble Reports:

- Critiques held when problem is potentially significant
- Critique evaluates if problem is significant/systemic and determines if Trouble Report is required
- Trouble Reports serve as a vehicle to:
  - Ensure thorough corrective and preventive action
  - Identify areas where additional training may be required
  - Disseminate lessons learned to prevent occurrence at other activities
  - Identify widespread problems

QUALITY ASSURANCE (QA) OUTLINE FOR NSWCCD-SSES MANAGED ALTERATIONS

Section 1 – Alteration Description

- Profile alteration along with a SAR, AER or other formal approval of the alteration.

Section 2 – Personnel Qualifications & Certifications

- Provide company letterhead matrix of personnel qualifications and certifications required to perform this alteration such as:
  - Welders
  - Fire watch
  - Inspectors
  - Competent Persons
- Records of qualifications and certifications must be available at the worksite in a separate file.

Section 3 – QA System Approval & Company Procedures

- Provide company letterhead matrix of company work procedures and NAVSEA Standard Items required to perform this alteration.
- Includes the NAVSEA/SUPSHIP QA System, MSR, or ABR approval letter.
- Procedures must be available at the worksite in a separate file.
- For welding and NDT procedures, NSWCCD-SSES Code 623 approval letter must be included.
- Other Government approval letters may be required depending on procedures being used to perform this alteration.

Section 4 – Installation Plan of Action & Milestones (POA&M)

- Develop Gantt Chart / POA&M showing sequence of events and time requirements. Actual dates are not necessary.
- POA&M shall reflect sequence established by Work Package/Test & Inspection plan in Section 6

Section 5 – Ship Installation Drawing (SID) Package

- Provide a drawing index and signature page or approval letter of each drawing required to accomplish this alteration.
- Complete SID Package must be available at the worksite.

Section 6 – Work Package / Test & Inspection (T&I) Plan

- Provide the craftsman with clear, concise, and technically correct instructions to complete the task in a sequential manner while conforming to technical specifications.
- (I), (V) and (G) test and inspection points shall be annotated at appropriate steps.
- (I) and (G) points shall reference applicable NAVSEA Standard Item or governing specification and records shall be retained in Section 7.
- Not all steps will require an (I), (V), (G) inspection point. Steps may be included for production guidance only.

Section 7 – Test & Inspection Records

- Include all forms that will be used to document the tests and inspections performed in Section 6.
- Retain completed records of all test and inspections performed on the alteration.
- A completed copy will be provided to the On-Site Installation Coordinator (OSIC).

Section 8 – Alteration Completion Report

- Use Alteration Completion Report listed in NAVSEA Technical Specification (NSTS) 9090-310.
- Original completed report will be turned over to the OSIC and a copy will be retained in this book

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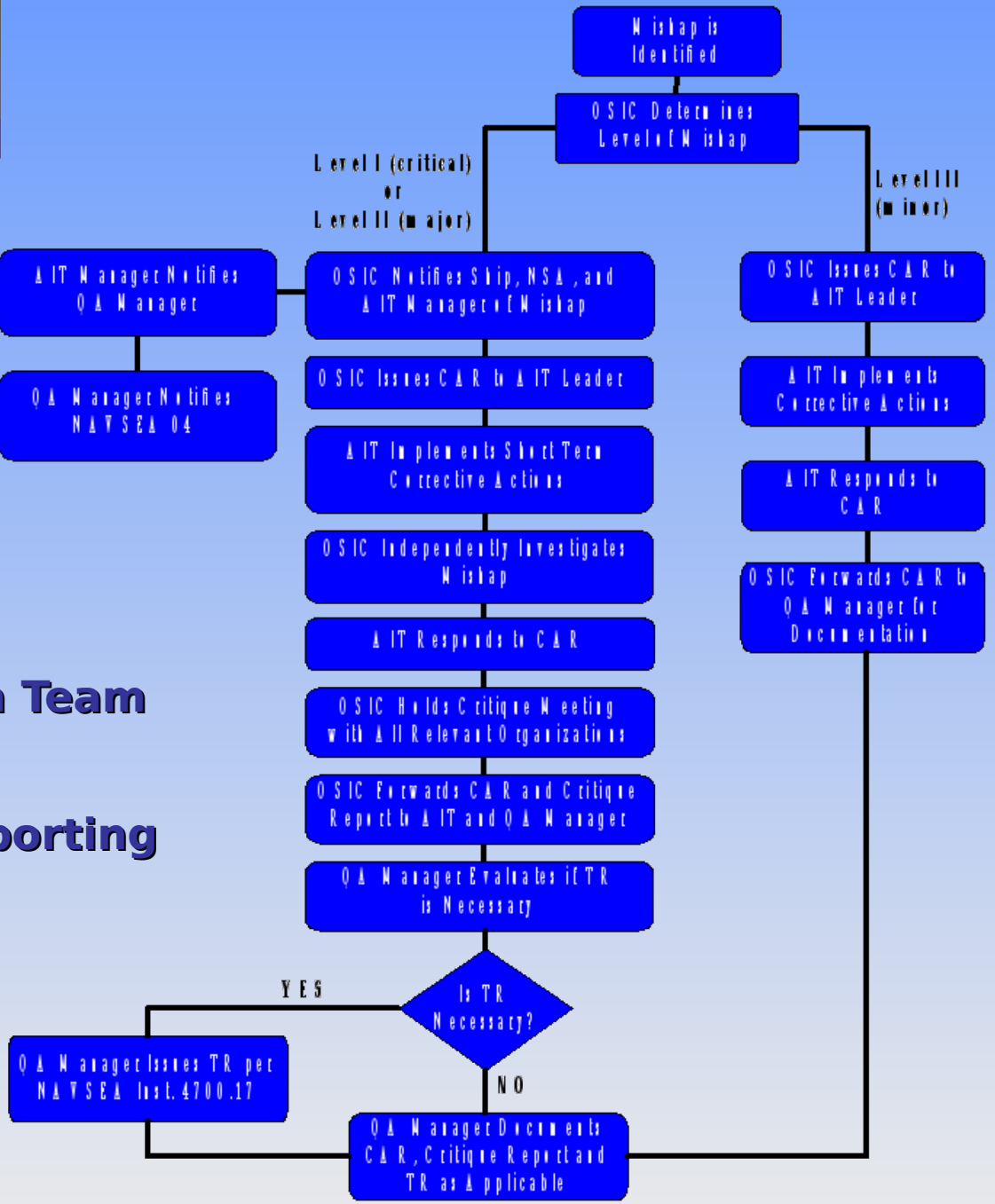
PROGRAMS 91 PLATFORMS

Alteration Installation Team (AIT)

Mishap Reporting Flow Chart


Mishap is Identified
OSIC Determines Level of Mishap
Level I (critical) or Level II (major)
Level III (minor)
OSIC Notifies Ship, NSA, and AIT Manager of Mishap
AIT Manager Notifies QA Manager
QA Manager Notifies NAVSEA 04
OSIC Issues CAR to AIT Leader
AIT Implements Short Term Corrective Actions
OSIC Independently Investigates Mishap
AIT Responds to CAR
OSIC Holds Critique Meeting with All Relevant Organizations
OSIC Forwards CAR and Critique Report to AIT and QA Manager
QA Manager Evaluates if TR is Necessary
Is TR Necessary?
YES
NO
QA Manager Issues TR per NAVSEA Inst. 4700.17
QA Manager Documents CAR, Critique Report and TR as Applicable
OSIC Issues CAR to AIT Leader
AIT Implements Corrective Actions
AIT Responds to CAR
OSIC Forwards CAR to QA Manager for Documentation

Level I – CRITICAL

- Work incorrectly accomplished which results in significant rework, a significant environmental hazard, security violations, equipment malfunctions, significant personnel injury or renders safeguards ineffective.
- Level I problems will require root cause as well as temporary and permanent corrective action determination.
- These deficiencies result in significant recovery time/cost.

Level I – CRITICAL (Continued)

- These deficiencies require QA Manager involvement and management attention.
- A series of Level II deficiencies may be identified as Level I.
- Critiques having Level I problems will require a trouble report or an incident report.

Level II – Major

- Deficiencies found during work-in-progress or after completion which identify non-conformance to specified requirements.
- This is the deficient condition, which if not found and corrected would result in a Level I deficiency.
- Level II problems require root cause as well as temporary and permanent corrective action determination, but do not require a trouble/incident report.

Level II – Major (Continued)

- If a Level II problem is discussed in a critique that requires a trouble/incident report, but is not the primary problem, it should still be discussed in the trouble/incident report as a contributing factor.
- A series of Level III deficiencies or trends may be identified as Level II.

Level III – Minor

- Isolated deficiencies with minimal overall impact, no systemic root cause, and no significant consequences.
- Level III problems only require immediate corrective action and do not require a critique or trouble report

NAVSEA
PHILADELPHIA
Ship Systems Engineering Station

Corrective Action Request (CAR)

PROGRAMS 91 PLATFORMS

TO:	**FROM:** NSWCCD-SSES Code: _____ POC: _____
SHIP/HULL NUMBER:	**REFERENCES:** **ALT #-**
CONTRACT NUMBER:	
SERIAL NUMBER:	

STATEMENT OF NONCONFORMANCE:

_____ _____ ☐ SEE ATTACHED

SIGNATURE OF NSWCCD-SSES REPRESENTATIVE | DATE

CONTRACTOR'S RESPONSE:

_____ _____ ☐ SEE ATTACHED

SIGNATURE OF CONTRACTOR REPRESENTATIVE | DATE

VERIFICATION AND EVALUATION OF REPLY: ☐ SATISFACTORY ☐ UNSATISFACTORY ☐ SEE ATTACHMENT

COMMENTS:

_____ _____ ☐ SEE ATTACHED

SIGNATURE OF NSWCCD-SSES REPRESENTATIVE | DATE

FLEET MODERNIZATION PROGRAM & SHIPMAIN

Fleet Modernization Program & SHIPMAIN

NAVSEA 04RP provides “Rules” and “Tools”

- “Rules” - FMP Manual
  - Guidance for alt development
  - ILS, CM, Design, Material, Financial, Installation
  - AIT Tech Spec 310C
  - visit http://www.fmp.navy.mil
- “Tools” - Navy Data Environment (NDE)
  - One official database for managing modernization
  - Integrated with SPAWAR,AMPS, legacy AIPS
  - visit https://www.nde.navy.mil

Fleet Modernization Program & SHIPMAIN

- Tech Spec 210B Justification Cost Form (JCF)
  - Issued Aug 2003
  - Provides updated instruction/form for JCF development
- CNO 211645Z Jan03 Logistics Certification for Shipalts
  - Defines ILS certification
  - SPM is the only activity authorized to provide this certification
- When emergent requirements exist, TYCOM determines:
  - Risk associated with installation of alts without requisite ILS
  - Follows Risk Assessment msg process

Fleet Modernization Program & SHIPMAIN

Tech Spec 310D in draft

- Provides more specific detail on roles and responsibilities for ALCON
- Must hold AIT Sponsor/AIT Manager accountable for contractor's compliance with technical direction and performance
- Must provide some degree of NSA oversight during CNO availabilities
- Must provide recognized authority and pedigree for any installs accomplished without full ILS
- Need to identify problems prior to installation - identification during installation is too late

Fleet Modernization Program & SHIPMAIN

SHIPMAIN is a Navy-wide initiative to create a surface ship maintenance and modernization program that will support the vision of "Sea Power 21" and its "Culture of Readiness." Included in the program are:

- **Requirements: Beginning with inputs from the fleet or the Alts & MODs process and ending with documentation to planning organizations;**
- **Package Prep: Beginning at planning organizations and ending with approved and funded work package specs to contracting organizations;**
- **Placement & Oversight: Beginning with funded work package specs and ending with contract awarded and contract admin work completed with 2K closed in CSMP;**
- **Alts & MODS: Beginning with an idea and ending with scheduled installation into an avail. Tech**

SHIPMAIN PIT

VADM LaFleur (CNSF) – CEO

VADM Balisle (NAVSEA)
RADM Ulrich (N76)
RADM Etnyre (CNSL)
RADM Dwyer (PEO Carriers)
RDML Bookert (N75)
RDML Bryant (OPNAV N43)
Mr. Ryzewic (CPF N43A)
Mr. Klein (SPAWAR)

VADM Malone (CNAF)
RDML Hamilton (PEO Ships)
RDML Sullivan (SEA 05)
RDML Baugh (CLF N43)
RDML Williams (SG 9)
RDML Edwards (N76A)
RDML Harnitchek (NAVICP)
RDML Bush (PEO IWS)

Process Team

Leader: RADM Brooks
AO: Dale Hirschman
TG: Rick Carosella

Communications Team

Leader: CAPT Cullin
TG: David Wesley

Metrics Team

Leader: Hank Zajic
TG: Tom Belter

CFT1 'Requirements'

Leader: RADM Etnyre
AO: CAPT Butler
Metrics: CDR Leary
TG: John Wagner

CFT2 'Package Preparation'

Leader: RADM Bryant/Mr. Ryzewic
AO: CAPT Coumes
Metrics: CDR Stancy
TG: Bob Wilkins

CFT3 'Placement & Oversight'

Leader: RADM Hugel/Lefever
AO: CAPT Green
Metrics: CAPT Barbour
TG: Tom Meyer

CFT4 'Alt and Mods'

Leader: RADM Sullivan/Dwyer
AO: CAPT White
Metrics: CAPT McManamon
TG: Jack Hall

Fleet Modernization Program & SHIPMAIN

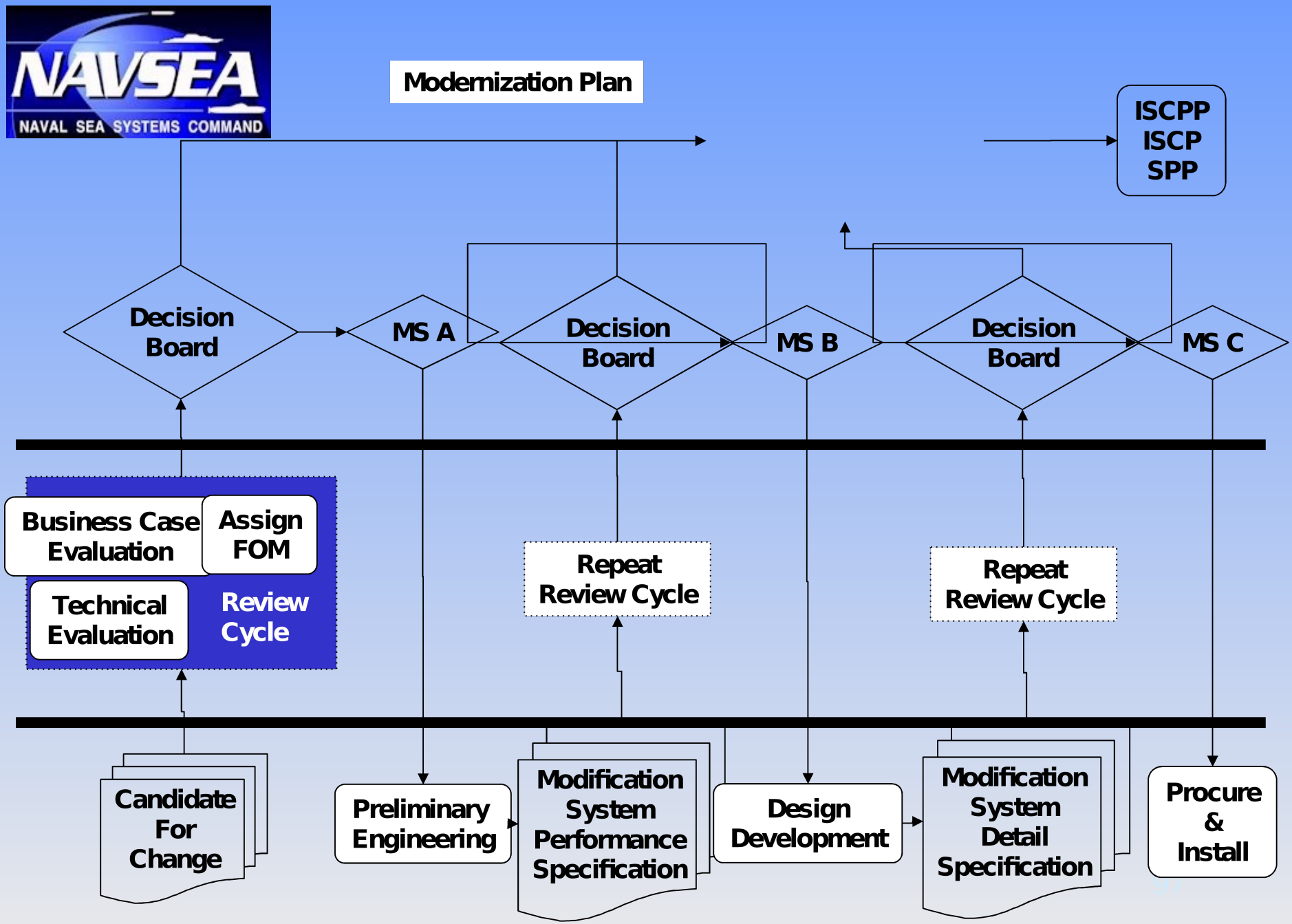
- Collapse 40+ alteration types into 2 (Fleet Alt and Program Alt)
- Institutionalize a single, disciplined, hierarchical decision making process
- Develop a balanced Modernization Plan for Surface Ships
- Zero the Churn
- Install what we buy

Fleet Modernization Program & SHIPMAIN

- All Major Stakeholders involved; early
  - Fleet
  - TYCOMs
  - OPNAV
  - SYSCOMs
  - PEOs
- Single Process
  - Disciplined – based on Approved Business Rules
  - Process Owner is CNAF/CNSF
  - Process Administrator is SEA04

Fleet Modernization Program & SHIPMAIN

- Staff Issues Early
  - Figure of Merit based decisions
  - “Weed out” issues before expending significant developmental funds
- Aligned with Department of Defense Acquisition Process
- Aligned with Budget Process

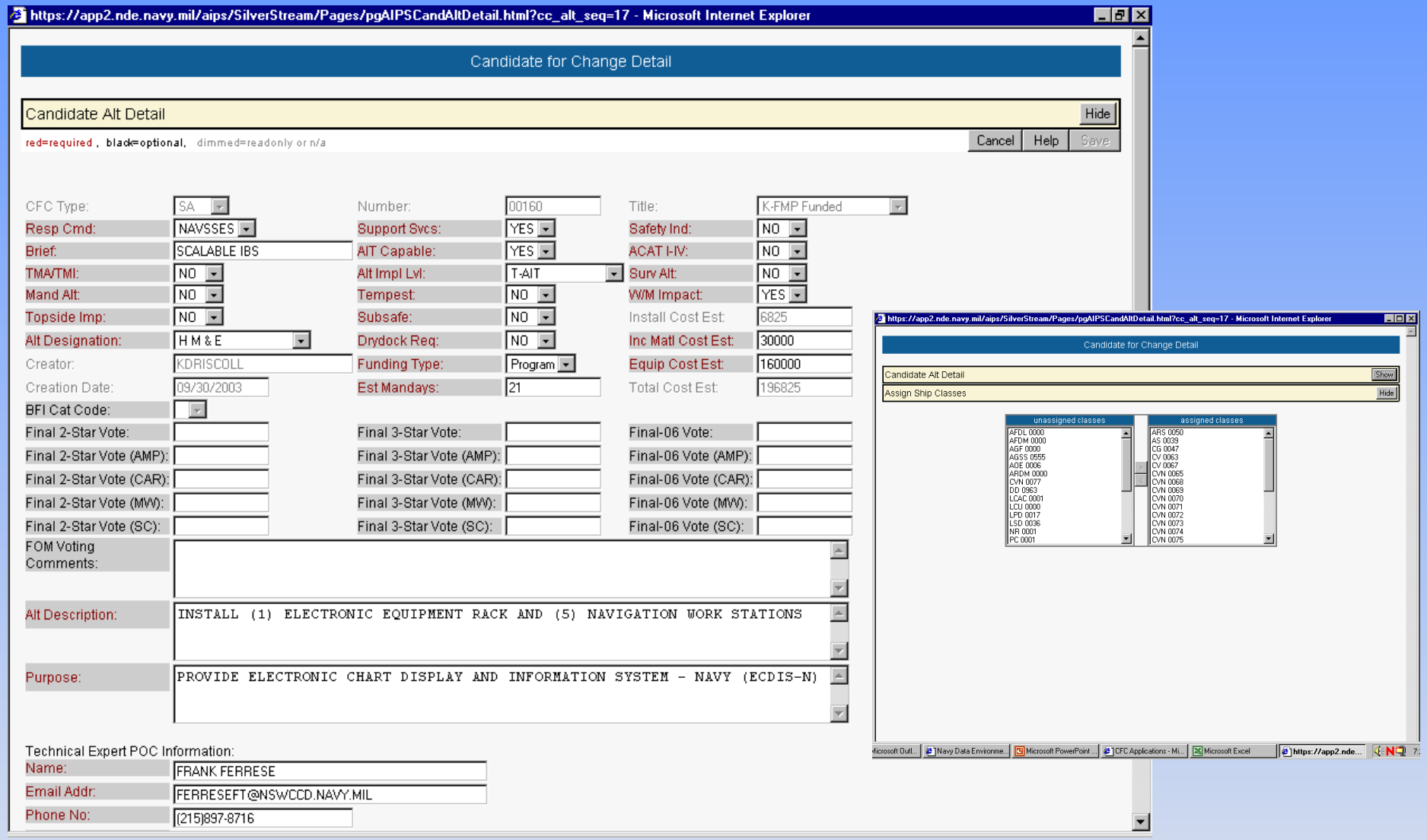

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Modernization Plan
ISCPP
ISCP
SPP
Decision Board
MS A
Decision Board
MS B
Decision Board
MS C
Business Case Evaluation
Assign FOM
Technical Evaluation
Review Cycle
Repeat Review Cycle
Repeat Review Cycle
Candidate For Change
Preliminary Engineering
Modification System Performance Specification
Design Development
Modification System Detail Specification
Procure & Install

Fleet Modernization Program & SHIPMAIN

- Need to update NDE to manage automated eCCB process
- POM 06 Meeting held Oct 03
  - OPNAV & Fleet voted on 14,000 active alts
  - Must Do, Crunch, or Kill
- POM 06 Meeting scheduled 17 - 20 Nov
  - Future alt ideas requested to be entered in NDE by 24 Oct
  - Same voters, assign voting score
- 1or 2 star Board meets 8 Dec
- 3 star Board meets late Jan

Fleet Modernization Program & SHIPMAIN

- Program managers ensure new ideas are entered into NDE
- Pursue FMP Training
  - Classroom and NDE hands on



Sample of Candidate for Change Entry from NDE

THE END